

## FIRE APPARATUS ENGINEER EXAMINATION INFORMATION

The State Personnel Board (SPB) will be administering an online training and experience evaluation examination for Fire Apparatus Engineer for the California Department of Forestry and Fire Protection (CAL FIRE). It is anticipated that the examination will be available on October 1, 2010, with a closing date of 5:00 p.m. on October 18, 2010. Please visit the SPB website at <http://jobs.ca.gov> to apply for the examination.

The Fire Apparatus Engineer examination is a continuous testing examination with designated filing periods. The examination will be available 24 hours a day, seven days a week during the upcoming filing period, October 1, 2010, through 5:00 p.m. on October 18, 2010. If you miss this filing period you will have to wait until the next filing period to take the examination. Late applications **will not be accepted for any reason** (e.g., incident assignment); therefore, we encourage all interested applicants to complete the examination as soon as possible, but no later than 5:00 p.m. on October 18, 2010. Future filing periods will be posted on the CAL FIRE Intranet, Internet, Microsoft Outlook Public Folders, and at the SPB website at <http://jobs.ca.gov> as the dates become available.

Examination results will appear immediately after you take the examination. Candidates who are successful in the examination will have 12 months of eligibility from the date they complete the examination and can re-compete after six months.

Candidates will be required to self-certify that they meet the minimum qualifications at the time they take the examination. All minimum qualifications will be verified before any appointment is made. Candidates who complete the examination, but do not meet the minimum qualifications, will be withheld from the employment list and will not be able to re-compete for six months from the date they took the examination.

Examination information will be posted on the SPB website at <http://jobs.ca.gov> and on the CAL FIRE Intranet, Internet, and Microsoft Outlook Public Folders.

To apply for the examination go to the SPB website at <http://jobs.ca.gov>.

The screenshot shows the homepage of the State Personnel Board's online employment center. The header features the 'CA.GOV jobs.ca.gov' logo and a search bar. A navigation menu includes links for SPB, Home, Find Recruitments, How to Apply, Why Work for CA, My Profile, and Español. A banner for Governor Schwarzenegger is on the left. The main content area welcomes users to the 'NEW ONLINE EMPLOYMENT CENTER (OEC)' and includes a sign-in section for 'My Profile' with fields for UserID and Password, and a 'Sign In' button. A small note at the bottom mentions applications created prior to September 28, 2009.

## APPLY FOR THE JOB RECRUITMENT (EXAMINATION)

- Click on the “Find Recruitments” tab at the top of the page.
- Type “Fire Apparatus Engineer” in the keyword field and click on the “Search” button.
- Scroll down to the Fire Apparatus Engineer job recruitment (examination bulletin) link and click on the title to access the application and examination process.
- Scroll to the bottom of the Fire Apparatus Engineer bulletin and click on the “Apply Online” link.

The screenshot shows the jobs.ca.gov website. At the top, there is a navigation bar with links: SPB, Home, Find Recruitments (highlighted), How to Apply, Why Work for CA, My Profile, and Español. Below this is a search bar with the text 'Search jobs.ca.gov' and radio buttons for 'California' and 'This Site'. A red banner below the navigation bar contains links: Search Job Recruitments, Transfer and Reinstatement, Notify Me of New Recruitments, Closed and Ongoing Recruitments Status Board, and FAQ. Below the banner, there is a section titled 'Your job recruitment listing will be filtered according to your selections below:'. This section contains several filters: Keyword (set to 'Fire Apparatus Engineer'), Location (All Areas), Department (All Departments), Recruitment Class (All Classes), Class Keyword (Enter Class Keyword), Recruitment Type (All Recruitment Types), and Recruitment Category (All Categories). There is a 'Toggle Multiple' link below the Recruitment Category filter. At the bottom of the filter section, there are three buttons: Search (highlighted), Clear, and Show All. Below the filter section, there is a table with columns: Job Title, Location, Primary Department, Salary, Filing Deadline, and Check Status.

On the next page, you will need to create a new user ID and password or use a pre-existing user ID and password to log in to take the examination.

The screenshot shows a registration form. At the top, there is a checkbox labeled 'I agree with the above terms of use.' Below this, there are two buttons: 'I am a NEW USER' and 'I have REGISTERED PREVIOUSLY'.

Once you have registered, you will be asked to voluntarily complete an Equal Employment Opportunity form and provide your social security number.

You will then be asked to provide information regarding your qualifications to take this examination. If you meet the minimum qualifications you will be allowed to continue with the examination. Candidates who do not meet the minimum qualifications will not be allowed to take the examination, but can re-apply when minimum qualifications are met.

## PRIOR TO TAKING THE EXAMINATION

- Review the examination bulletin and the minimum qualifications carefully before taking the examination.
- Print the examination and thoroughly read and answer the questions before taking the examination online. A link to view and print the examination is located on the bulletin under “Examination Information.”
- After taking the examination, review your answers, making sure you have accurately answered the questions before completing the examination online.
- If you are not able to complete the examination you can log back in and resume taking the examination where you left off. The examination must be completed no later than 5:00 p.m. on October 18, 2010.
- Keep in mind, once you complete the examination and receive a score, you **cannot** go back and change your answers. You will have to wait six months before taking the examination again.
- Print your examination results for your records; they will appear instantly after you take the examination. Until you have received your results, you have not completed the examination process.
- Carefully consider your tenure, timebase, and location choices as **you will only be certified on an employment list that meets your criteria.**

## UPDATING YOUR PROFILE/VIEWING EXAMINATION INFORMATION

- Click on the “My Profile” tab.
- Enter your user ID and password.
- Click on the “Retrieve Application” button.
- You may review your information regarding the Fire Apparatus Engineer examination (e.g., score, notices) by clicking on the “Fire Apparatus Engineer” link.
- To update your address, telephone numbers, email, or password, click on “Update My Contact Info” on the menu bar at the top, re-enter your user ID and password and click on the “Update Contact Information” button.
- To update tenure, timebase, and location choices, click on the “Update Preferences” link for the job title you wish to update.

CA.GOV jobs.ca.gov by State Personnel Board

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Register and create an Application-on-File for copying into active recruitments. The Application-on-File is a template to be kept up-to-date and to be used to pre-fill any new application automatically.

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## **OTHER INFORMATION**

- Application materials for this examination are accepted **ONLY** on the Internet.
- Due to the large number of candidates participating in this examination or other examinations, the SPB online application and examination process may be slow or go into a time out mode. Please be patient.
- If you have questions concerning this examination, contact the SPB at 1-866-844-8671.